

Exercises

A Listen and choose the best response to each question.

MP3 04-02

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|-------|-----|-----|-------|-----|-----|
| 1 (A) | (B) | (C) | 5 (A) | (B) | (C) |
| 2 (A) | (B) | (C) | 6 (A) | (B) | (C) |
| 3 (A) | (B) | (C) | 7 (A) | (B) | (C) |
| 4 (A) | (B) | (C) | 8 (A) | (B) | (C) |

B Listen again and fill in the missing words to complete the gaps.

MP3 04-03

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|---|---|
| 1 _____ Mr. Banks _____ back to the office? (A) No, I _____ him. (B) You'll have to _____. (C) _____ the building. | 5 _____ the mayoral election _____? (A) _____ of March. (B) A few _____. (C) At the community center. |
| 2 _____ are you _____ the new branch office in Chicago? (A) Next week. (B) _____ 5 th Avenue _____ Broadway. (C) For three weeks. | 6 _____ out the agenda for the 11 o'clock meeting? (A) Conference room A is the best. (B) 12 o'clock _____. (C) Please _____. |
| 3 _____ can I _____ this _____? (A) At the post office _____ our building. (B) Yes, I can help you. (C) The _____. | 7 _____ Jack place the confidential documents? (A) He has a key to the safe. (B) _____ him? (C) There _____. |
| 4 _____ you at the hotel? (A) In the lobby. (B) All the rooms _____. (C) It _____ seven o'clock. | 8 _____ set up the projector? (A) Sometime next week. (B) In conference room A. (C) I bought it _____. |



secretary
package
mayoral
candidate
safe

in front of
next to
election
agenda
set up

branch office
book
take place
confidential